

DEPARTMENT OF THE ARMY  
CALIFORNIA ARMY NATIONAL GUARD  
DELTA COMPANY, FIRST BATTALION, 184 INFANTRY (AASLT)  
800 SOUTH YOSEMITE AVENUE  
OAKDALE, CALIFORNIA 95361-9368

CALL-ES-DO

20 AUGUST 1997

MEMORANDUM: Valerie Anderson


SUBJECT: LETTER OF RECOMMENDATION

1. This letter is in reference to Chandra Pounds and the time she spent working for the National Guard. During the time she was here Miss Pounds did various tasks in the clerical field, among the tasks she was assigned was typing, computer input, filing, and inventories. Miss Pounds accomplished all these tasks of her in a timely and organized fashion. Miss Pounds also completed these tasks with little or no supervision. We found that she was very quick to grasp the task once they were explained to her. Miss Pounds was very people oriented. Miss Pounds was a capable and dedicated worker, she was consistently on time and would often stay after her required time was over, to complete already started tasks.

2. I am writing this letter because Miss Pounds has stated that she currently has a fine and was wondering if it would be possible to continue to work at the Armory for community service to clear the fine. Miss Pounds has now worked with us enough to know the forms and computer programs that the Unit uses. This is a great asset for us as we do not have to teach someone who comes here from the Work Program all of this again. The Unit would greatly appreciate your consideration in allowing her to continue to work here until such time as she has completed what is required or has paid this fine in full.

3. Also by working here Miss Pounds has the chance to learn clerical skills in a training situation and will allow her to leave here with experience that she would not have a chance to learn in the job market. The employers will be looking for experienced people and this will give Miss Pounds that experience.

4. Point of contact for this matter is the undersigned above at Comm (847)-0996.

  
CLINTON J. CADE  
SFC, CAARNG  
Readiness NCO